



Town of *Vineyard*

Final Subdivision APPLICATION

240 East Gammon Road – Vineyard, Utah 84058 – (801) 226-1929

DATE: _____

**NAME OF
APPLICANT(S):** _____

APPLICANT ADDRESS:

PHONE NUMBER: _____ **FAX NUMBER:** _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

CURRENT ZONING DISTRICT DESIGNATION:

NUMBER OF PROPOSED NEW LOTS: _____

LOCATION/ADDRESS OF PROPOSED FINAL SUBDIVISION:

TOTAL ACREAGE OF PROPOSED FINAL SUBDIVISION:

NAME OF PROPERTY OWNER(S):

SIGNATURE OF APPLICANT(S):

FOR VINEYARD TOWN OFFICE USE ONLY:

DATE RECEIVED:	DATE DETERMINED COMPLETE:	FEES PAID:	DRC MEETING:

PROPERTY OWNER AFFIDAVIT

STATE OF UTAH }
 }ss
COUNTY OF UTAH}

I (we), _____, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Vineyard Town Planning Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)

My commission expires: _____

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the Town considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20_____, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)

My commission expires: _____

Final Subdivision Application Requirements Checklist:

- ☐ **1. Application Form.** A Final Subdivision Application Form completed and signed by the owner(s) of the Subject Property, as identified on the property assessment rolls of Utah County, or authorized agent of the owner(s), of the lands proposed to be subdivided. If the Application Form is signed by an agent of the owner(s), the Application Form shall be accompanied by an affidavit identifying the agent as being duly authorized to represent the owner(s) in all matters related to the Final Subdivision Application. All persons with a fee interest in the Subject Property shall be required to join in and sign the Final Subdivision Application.
- ☐ **2. Final Subdivision Application Fees.** The Final Subdivision Application shall include the payment of all Final Subdivision Application fees, as established by the Council, and any total amount, or deposit amount, required to provide the services of the Town Engineer.
- ☐ **3. Legal Description.** A complete and accurate legal description of the entire Subject Property proposed to be subdivided.
- ☐ **4. Final Subdivision Plat.** A Preliminary Subdivision Plat shall be prepared by a licensed land surveyor, or engineer and drawn at a scale of not less than one inch equals one-hundred feet (1" = 100'), or as recommended by the Town Engineer and in a form acceptable to the Utah County Recorder for recordation. The Final Subdivision Plat shall be prepared in pen and all sheets shall be numbered.
 - _____ a. A minimum of **fifteen (15)** 11 inch x 17 inch size, **one (1)** 24 inch x 36 inch size paper copy, **one (1)** 24 inch x 36 inch size original mylar copy of the Final Subdivision Plat, **one (1)** original copy of the Final Subdivision Design and Construction Plans shall be included and accompany the Final Subdivision Application Form.
 - _____ b. A digital copy of the Final Subdivision Plat and all information sheets, in a format acceptable to the Town's Geographic Information System standards shall be provided.

The Final Subdivision Plat shall show the following:

- _____ All required certificates shall appear on a single sheet (along with the index and vicinity maps). The Final Subdivision Plat shall contain the same information, as required by the Vineyard Town Subdivision Ordinances, and shall include any revisions or additions, as required by the Commission or Council, as part of the Preliminary Subdivision Application approval, as applicable. The Final Subdivision Plat shall show the following:
 - _____ Notation of any self-imposed restrictions, including proposed restrictive covenants, signed by all owners of interest, and bearing the acknowledgment of a public notary, and all other restrictions as required by the Commission or Council, as applicable.
 - _____ A survey of the perimeter of the Subject Property and all parcels, units, lots and blocks created, accurate in scale, dimension and bearing, and giving the location of and ties to the nearest survey monument. Bearings shall be shown to the nearest second; lengths to the nearest hundredth (100th) foot; areas to the nearest hundredth (100th) acre. All parcels, units, lots, or blocks created shall be numbered consecutively. All lands within the boundaries of the Final Subdivision Plat shall be accounted for as lots, roads, streets, alleys, walkways, or as excepted parcels. Excepted parcels shall be marked as "Not Included in the Subdivision" and the boundary of such parcels indicated by distances and bearings.
 - _____ Endorsement of every person having a security interest in the Subject Property subordinating their liens to all covenants, servitudes, and easements imposed on the property.
 - _____ The location of all monuments erected, corners, and other points established in the field. The material of which the monuments, corners, or other points are made shall be noted.

- _____ All existing and proposed street names shall be shown and the street address and coordinate address of all parcels, units, or lots, created shall be shown, as required by the addressing system of the Town.
- _____ Every existing right-of-way and easement grant of record for underground facilities, as defined by Section 54-8a-2 of the Code, and for all other utility facilities, and all proposed rights-of-way and easement grants of record for utility facilities.
- _____ The location of any common space or open space areas including the location of all property set aside for public or private reservation, with the designation of the purpose of such set asides, and conditions, if any, of the dedication or reservation.
- _____ The name and address of the licensed surveyor responsible for preparing the Final Subdivision Plat.
- _____ The name and address of the licensed surveyor responsible for preparing the Final Subdivision Plat.
 The surveyor making the Final Plat shall certify that the surveyor:
 - (i) Holds a License in accordance with Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act;
 - (ii) Has completed a survey of the property described on the Final Plat in accordance with Section 17-23-17 of the Code and has verified all measurements; and
 - (iii) Has placed monuments as represented on the Final Plat.
- _____ Located at the top-center and lower-right of the Final Subdivision Plat, the name of the subdivision, as approved by the Utah County Recorder's Office. The basis of bearings used, graphic and written scale, true north point, township, range, section, and quarter section, block, lot number, and total are of the Subject Property shall be shown.
- _____ A title block, placed on the lower right hand corner of the Final Subdivision Plat showing:
 - (i) The Approved name of the subdivision, as approved by the Utah County Recorder.
 - (ii) Date of preparation of the Final Subdivision Plat.
 - (iii) Signature blocks for the dated signatures of the Planning Commission Chair, Mayor, Town Engineer, Town Fire Marshall, and Town Attorney.

☐ **5. Other Required Final Subdivision Application Information and Materials.** The following information is required and shall be provided on separate sheets at the same scale as the Final Subdivision Plat:

- _____ All documents establishing any required agreements, guarantees, or any bonds and the payment of any required guarantees or bonds.
- _____ Owner's Dedications. The owner's certificate of dedication(s) including a legal description of the Subject Property boundaries and the dedication of all public ways or spaces. This certificate shall be signed, dated, and notarized. The owner's certificate shall include a reference to any covenants that may be declared and blanks where the Utah County Recorder may enter the book and page number of their recording.
- _____ Required Federal, State, and Local Permits. Whenever a Federal, State, or Local department or agency has authority or jurisdiction, all necessary approvals, permits, and licenses, as required, shall be provided by such Federal, State, and Local departments and agencies and shall be required and included with the Final Subdivision Application.
- _____ Covenants and Restrictions. copies of all protective covenants, conditions and restriction (CC&R's), trust agreements, home owner's association articles and bylaws, and all other required documents, including those required by the Commission or Council, as applicable, governing the

future use of property, infrastructure, utility and service systems, re-subdivision, and other provisions required to maintain the integrity of the subdivision.

- ☐ **6. Final Construction Drawings.** Final design and construction drawings for all proposed, or required public improvements, prepared by a licensed civil engineer, and as required by the “Vineyard Town Development Standards and Design Specifications” and the Town Engineer, including, but not limited to, all culinary water facilities, all sanitary sewer facilities, all storm drainage and flood control facilities, bridges and culverts, the profiles and cross sections of all proposed roads and streets, all secondary water facilities, all fire hydrants and fire protection and suppression facilities, all electrical power facilities, all telecommunications facilities, all street lights, all street trees and other landscape plantings identifying the location and type of all street trees, shrubs and other landscape materials and plantings, and all other provided and required public facilities and improvements.
- ☐ **7. Improvement Construction Costs.** Estimated construction costs of all proposed, or required public improvements, prepared by a licensed civil engineer, and as required by the “Vineyard Town Development Standards and Design Specifications” and the Town Engineer.
- ☐ **8. Final Grading and Drainage Plan.** For all Subject Property of one (1) acre or larger a Final Grading Plan shall be provided indicated by solid-line contours, using two (2) foot intervals, imposed on dashed line contours, also using two (2) foot intervals, of the existing topography for the entire Subject Property. For Subject Properties that have predominately-level topography one (1) foot contour intervals may be required by the Town Engineer.
- ☐ **9. Final Erosion Control Plan.** When required by the Town Engineer, a Final Erosion Control Plan shall be provided and included with the Final Subdivision Application.
- ☐ **10. Title Report.** If the Final Subdivision Application is filed in the Office of the Town Planner after one hundred eighty (180) calendar days from the date the Preliminary Subdivision Application is approved, or if any changes or corrections have been made to the Title of the Subject Property since the Preliminary Subdivision Application was filed in the Office of the Town Planner, a Title Report for the Subject Property, provided by a Title Company, no older than thirty (30) calendar days from the date of filing the Final Subdivision Application shall be provided.
- ☐ **11. Tax Clearance.** A tax clearance from the Utah County Treasurer shall be provided as part of the Final Subdivision Application. The Council may withhold an otherwise valid Final Plat approval until the owner of the Subject Property provides the Council with a tax clearance indicating that all taxes, interest, and penalties owing on the Subject Property have been paid.

Final Subdivision Review Procedures

The Council is identified and authorized as the Land Use Authority for Final Subdivision Applications, assuring compliance with all applicable requirements of the Vineyard Town Subdivision Ordinances.

1. Determination of a Complete Application and DRC Review.

A determination of a complete Final Subdivision Application shall be made by the Planner as identified in Figure 1. The Planner shall schedule a meeting with the DRC to provide a final technical review of the application and to assure compliance of the Preliminary Subdivision Approval granted by the Council with any conditions and compliance with this Ordinance and other Land Use Ordinances including any Town, County, State, and Federal requirements for final subdivision approval.

2. Commission to Recommend Approval, Approval with requirements, or Denial the Final Subdivision Application. Following a final technical review by the DRC, the Final Subdivision Application shall be presented to the Commission to formulate a recommendation to transmit to the Council. The Commission may recommend approval, approval with requirements, or denial of the Final Subdivision Application, accompanied by findings of fact.

3. Council Review. Following the receipt of any DRC review comments and Commission recommendations, the Council shall consider a Final Subdivision Application. The Council shall consider a Final Subdivision Application at a regularly scheduled Council meeting.

- a. Following the consideration of the Final Subdivision Application, and all information and materials presented, including the recommendation of the DRC, Commission, and Town Attorney, the Council may approve the Final Subdivision Application, as presented, approve the Final Subdivision Application with requirements, or deny the Final Subdivision Application with findings of compliance or non-compliance with this Ordinance, and other Land Use Ordinances and requirements, as applicable.
- b. The Council may require onsite and offsite improvements, facilities and amenities, provided one hundred percent (100%) by the Applicant for Final Subdivision Application approval, such improvements, facilities and amenities being determined consistent with the requirements herein, and found necessary by the Council to protect the health, safety, and welfare of anticipated residents of the subdivision, or the existing residents or businesses of the Town, including but not limited to:
 - i. Road and street improvements, including layout, design, grading and surfacing.
 - ii. Flood control facilities.
 - iii. Culinary Water facilities.
 - iv. Sanitary Sewer facilities.
 - v. Storm Drainage facilities.
 - vi. Land Drainage facilities.
 - vii. Erosion Control facilities.
 - viii. Traffic Circulation and Access Management facilities.
 - ix. Lot and/or Site drainage.
 - x. Park and open space areas and facilities.

- xi. Fire protection and suppression facilities, including fire hydrants, fire access, and water storage facilities.
- xii. Electrical power and telecommunications facilities.
- xiii. Fencing and buffering treatments.
- xiv. Street lighting facilities; and
- xv. Streetscape enhancements including street trees and park strip improvements.

4. Acknowledgement and Necessary Signatures Required. The owner of the Subject Property shall acknowledge the Final Plat before the Council authorized to take the acknowledgement of conveyances of real estate and shall obtain the signature of the Mayor, acting on behalf of the Council, and authorized to take the acknowledgement of conveyances of real estate on behalf of the Town, and the Town Attorney.

5. Dedications and Grants of Easements. When the Applicant is proposing, or is required, to provide dedications for any public or quasi-public infrastructure, utilities, or improvements, as applicable, the owner or operator of the infrastructure, utilities, improvements, and underground and utility facilities shall approve the: (i) boundary, course, dimensions, and intended use of the right-of-way and easement grants of record; (ii) location of existing underground and utility facilities; and (iii) conditions or restrictions governing the location of the facilities within the right-of-way, and easement grants of records, and utility facilities within the subdivision. Such approval shall be provided in writing by the owner or operator of the infrastructure, utilities, improvements, and underground and utility facilities, as applicable. When land within the subdivision is to be purchased by a public or quasi-public agency, a letter of intention to purchase shall be provided.

6. Recordation of Final Subdivision Plat and all Subdivision Documents.

After a Final Subdivision Application has been approved, with or without requirements, and signed by all Town Officials and services providers, the Final Subdivision Plat shall be provided to the Town Recorder, for presentation by the Town Recorder, or designee, to the Office of the Utah County Recorder for recordation. After the Final Subdivision Plat has been recorded, the Applicant(s) may apply for permits required for the construction and installation of subdivision improvements and building permits consistent with the approved and recorded Final Subdivision Plat and the Town requirements for such permits. The Applicant is required to pay all fees, including copies, for the recording of all Final Subdivision documents and the Final Subdivision Plat.

FIGURE 4
FINAL SUBDIVISION APPLICATION
REVIEW PROCEDURES

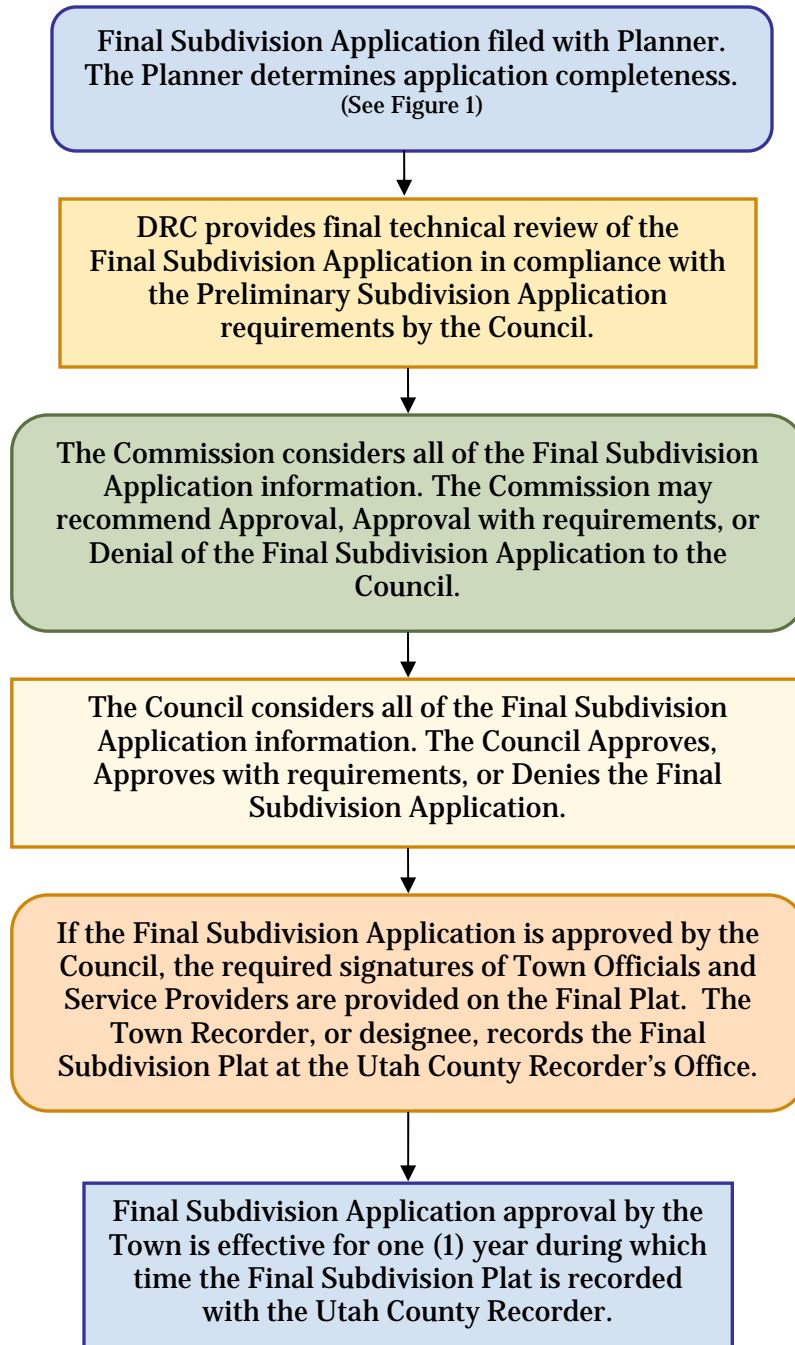


FIGURE 1
DETERMINATION OF APPLICATION COMPLETENESS PROCEDURES

